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FEDERAL REGISTER

Saturday, April 19, 1952

EXECUTIVE ORDER 10346

**Preparation by Federal Agencies of
Civil Defense Emergency Plans**

Sec. 2. In addition to the plans required by section 1 hereof, each Federal department and agency shall prepare plans for maintaining the continuity of its essential functions at the seat of Government and elsewhere during the existence of a civil-defense emergency.

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PROTECTING VITAL OPERATING RECORDS

General Services Administration
National Archives and Records Service
Office of Records Management

The Federal program has been based on certain ground rules that have been generally accepted as valid. These basic assumptions, which are applicable to State and local governments as well as to the Federal agencies, are seven in number:

1. That in the event of war the city of Washington will be a prime target for atom, hydrogen, or other bombing.
2. That other large metropolitan and industrial centers will be equally prime targets for atom, hydrogen, or other bombing.
3. That the entire concept of "protection" must be based on relative rather than on absolute safety, since probably no vault that is near or above the surface of the ground could withstand a direct hit by the most destructive bombs. Adequate underground storage facilities are not available in many areas.
4. That the need for duplication of records will vary according to the value of the record, the normal distribution of copies, and the relative safety of the places to which the copies are distributed.
5. That evacuation to a non-target area is the most practical means of providing protection, with the realization at the same time that the hitherto non-target area may become a target area as soon as the valuable material is moved into it.
6. That a calculated risk must be taken with regard to certain records of lesser value than those identified as vital records.
7. That each agency affected is responsible for planning and putting into effect action necessary to protect its records.

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TASK FORCE REPORT ON
PAPERWORK MANAGEMENT

January 1955

APPENDIX I

DETAILED RECOMMENDATIONS

13. THE OFFICE OF DEFENSE MOBILIZATION, IN COOPERATION WITH THE GENERAL SERVICES ADMINISTRATION, COMPLETE A PROGRAM FOR THE PROTECTION OF VITAL RECORDS.

The proper functioning of the Government in time of emergency will depend on the survival and availability of vital records. The Office of Defense Mobilization should assure that agency relocation plans and vital records programs are closely coordinated. Agency reports on their vital records should be subject to a systematic, continuing review. Also, the program should be extended to principal offices outside the Washington area. Steps should be taken to insure that agency officials will know of the location of their vital records in times of emergency.

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PUBLIC LAW 754 - 81st CONGRESS

CHAPTER 849 - 2d SESSION

RECORDS MANAGEMENT; AGENCY HEADS

"Sec. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder".

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REPORT ON OPERATION ALERT 1956

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8. Office of Basic Intelligence

- a. Deficiency - Coverage. Emergency reproduction of an NIS section would require full-time use of that section by OBI for a period of a week or more. Because the sections for which reproduction was necessary would in all likelihood be the same ones needed by the analysts at the Relocation Center, the one copy of each NIS now in the Vital Materials Repository would not, in most instances, be adequate to satisfy the conflicting demands.

Recommendation - It is planned to place another complete set of published NIS in the VM Repository, this set to be charged to and releasable only by OBI. This set, along with the negatives of half-tones and multi-color maps now deposited in VM, will provide this office with reproduction copy for all published NIS elements. OBI will then be able to carry out its responsibility to furnish multiple copies of the NIS in event of an emergency.

Action - OBI has already added the extra NIS to its current VM Schedule.

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THE WALL STREET JOURNAL

Wednesday, January 12, 1966

TAKING NO CHANCES

Shell Oil Moves Underground,
Hughes Disperses; Behind
the Door at Iron Mountain

L. E. Yont, president of National Storage Company, Boyers, Pennsylvania says: "There isn't much sense in a records protection system unless you also have a place where the remainder of management can pull a company together".

CPYRGHT